



MALWANACHAL UNIVERSITY, INDORE



PROCESS OF RECRUITMENT

Amendment, 2023

Created by: HR Department

Approved by: Registrar



PROCESS OF RECRUITMENT

Step 1 -

At the first step, an e-mail is sent to HODs for seeking information about number of vacant positions in the department with supported documents. After the recommendation of HODs, HR needs to take approval for announcing vacancies from Dean and Registrar/Vice Chancellor of University to fulfill the post.

Step 2 -

HR office send the requirement to, Communication department for publishing the advertisement in national as well as local newspaper (English and Hindi both), Employment Newspaper and University Website with one month's notice period for receiving applications. The advertisement specifies all required parameters of qualification, experience & other eligibility criteria. The candidates' responses are accepted in hard as well as soft copy.

Step 3 -

Applications are received till last date as mentioned in advertisement and then start the processing of applications.

Step 4 -

HR office starts scrutiny process and candidates are shortlisted. List of shortlisted candidates is sent to the respective departments for further selection based on number of vacant positions to avoid extra rush in the interview.

Step 5 -

After receiving the list of sorted candidates, HR office sends Interview call letters to candidates in soft/hard copies with mentioning the date and time of interview.

Step 6 -

Selection committee is formed by Vice Chancellor/Registrar as per the statues of the University for the Concerned Positions which includes at least an External subject expert from another organization.

Step 7 -

HR office conducts an interview, he/ she will be given application form to fill & to appear in competency /skill/written test paper (if applicable).

Step 8 -

Then selection committee will take the demo/interview of the candidate. If selection committee finds the candidate apt and eligible, to send feedback to HR with detailed remarks and current salary/expected salary /DOJ etc. for further processing.

Step 9 -

After the approval from the competent authority is received, offer letter will be released to the candidate on mail or physically. Documentation to be completed as per list on the day of joining.

Step 10 -

Interview panel awards marks on a defined scale for important attributes of academic career, experience, communication skills to name a few.

Step 11 -

HR office prepares this list of successful waiting candidates on the basis of performance in the interview. This waiting list shall be valid for six months and any of these candidates can be offered a position within this period.

Step 12 -

Code of conduct/employment agreement /leave policies to be shared and signed by the employee on joining date. ID card /attendance activation /uniform /bank account to be opened on date of joining by the HR team.

Step 13 -

Before issuing appointment letter, reference check, police verification to be done, relieving letter from previous employer (if applicable) and to be documented within 30 days of joining.
HR office sends an appointment letter through e-mail/ hard copy of joining the University by mentioning the date of report.
Candidates may report HR office regarding joining date and other issues through email or telephonically.

Step 14 -

New employee to be introduced with registrar office and File to be send along with appointment letter to the registrar office for signing the same, once signed one copy to employee and 1 copy in the file.

New employee to be taken to the departments/institute for welcome and introduction with other staff members.

Step 15 -

The candidate will be called to university /Institute for the final round with selection committee along with the documents (educational certificate, salary slip/bank statement of last 3 months, increment letter, relieving letter (if left the job)).

Step 16 -

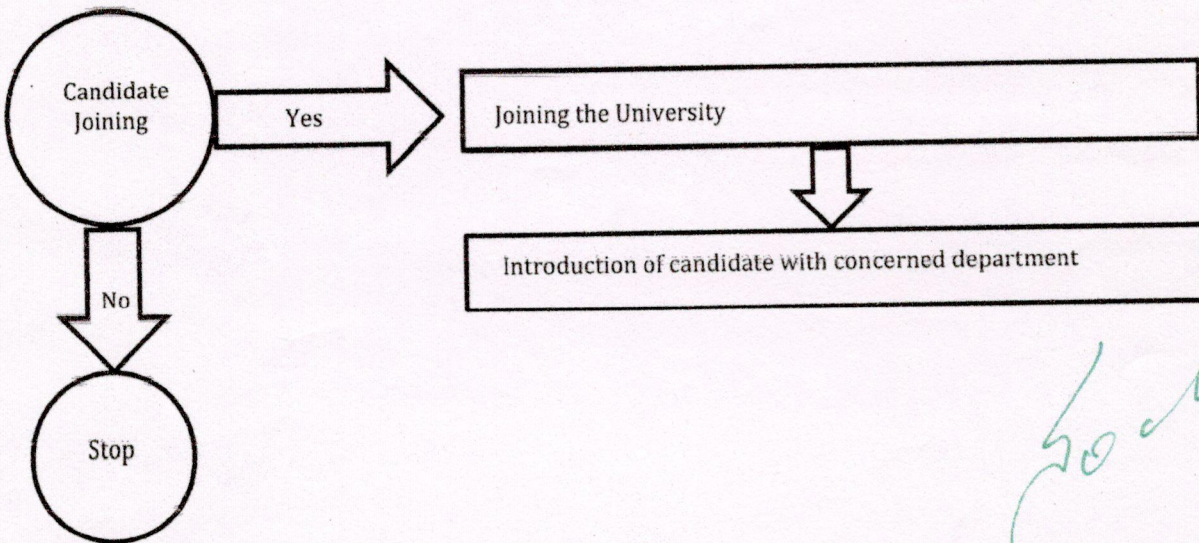
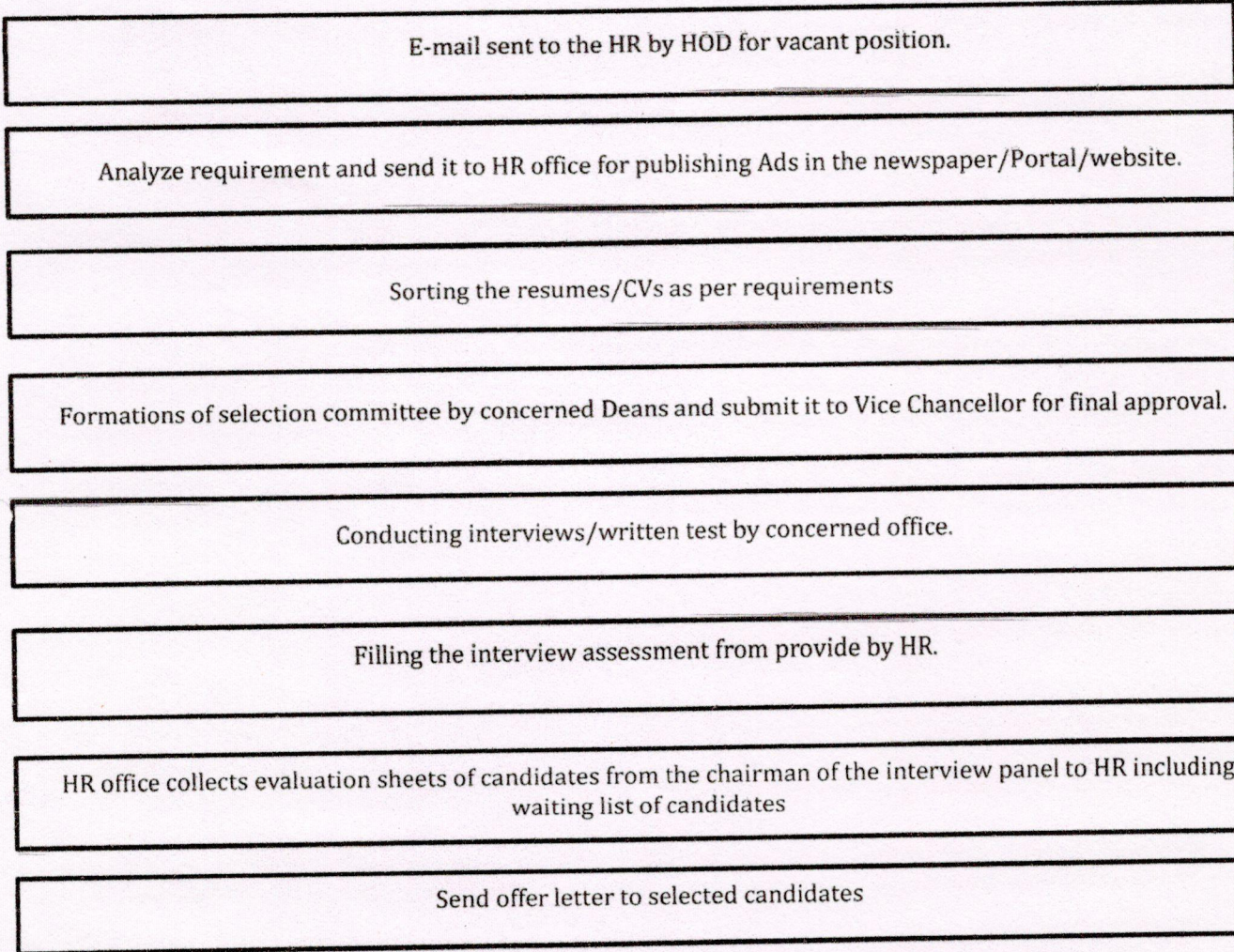
HR visits the concerned department with the newly joinee for short meeting with HOD and member of the department.

Step 17 =

Induction and training to be arranged for the new employee for job responsibility, process& system, dos and don'ts, HR policies.

Good

START



Handwritten signature